



बैंक ऑफ़ बड़ौदा  
*Bank of Baroda*

## **MEMORANDUM OF SETTLEMENT**

**(Under Section 2(p) read with Section 18(1) of the Industrial Disputes Act, 1947,  
read with Rule 58(4) of the Industrial Disputes (Central) Rules, 1957)**

**Between**

**BANK OF BARODA**

**and**

**ALL INDIA BANK OF BARODA EMPLOYEES' FEDERATION  
(Sole Collective Bargaining Agent on behalf  
of workmen in Bank of Baroda)**

**on**

**SETTLEMENT ON POLICY FOR PROMOTION  
FROM SUBORDINATE TO CLERICAL CADRE - 2016**

**dated 31.08.2016**

*Bank of Baroda  
Baroda Corporate Centre  
C-26, G- Block,  
Bandra-Kurla Complex,  
Bandra (East)  
Mumbai 400 051*

**NAME OF THE PARTIES**

**Bank of Baroda -**

having its Head Office at Mandvi, Baroda being a Corporation constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970.

**Represented by-**

**Mrs. Vindhya Ramesh**  
**General Manager (HRM)**

**Mr. Joydeep Dutta Roy**  
**Dy. General Manager (HRM)**

**Mr. Rajni Jani**  
**Dy. General Manager (HR Operations)**

**Mr. C Malolan**  
**Asst. General Manager (HRM-HRnes)**

**Mr. Chandra Mani Tripathy**  
**Asst. General Manager (HRM)**

**Mrs. Swapna Bandopadhyay**  
**Asst. General Manager (HRM)**

**Mr. Sunil K Sinha**  
**Asst. General Manager (HRM)**

**&**

**All India Bank of Baroda Employees' Federation-**

**Represented by -**

**Mr. Vinil Saxena**  
**President**

**Mr. Milind Nadkarni**  
**General Secretary**

**Mr. Karunesh Shukla**  
**Dy. General Secretary**

**Mr. K Janardhana Thunga**  
**Dy. General Secretary**

**Mr. Maganbhai M. Patel**  
**Dy. General Secretary**

**Mr. Amrit Kalas**  
**Treasurer**

**Mr. Ashok Varma**  
**Joint Secretary**

**Mr. R D Shah**  
**Joint Secretary**

## 1.0 SHORT RECITAL:

- 1.1 WHEREAS Settlement on Policy for promotion from Subordinate to Clerical cadre 2012 was signed on 27.9.2012 (hereinafter referred to as '2012 Settlement') by Bank of Baroda (hereinafter referred to as 'the Bank') and the recognized Union, All India Bank of Baroda Employees' Federation (hereinafter referred to as 'the Federation').
- 1.2 AND WHEREAS, the aforesaid 2012 Settlement was to remain effective for a period of -5- years from the date of Settlement i.e. 27.9.2012 with a proviso for review of policy, if need be, after expiry of five years from the date of Settlement. However, the parties agreed to review this Settlement.
- 1.3 AND WHEREAS, an imminent need was felt to review certain terms and conditions of the Settlement dated 27.9.2012.
- 1.4 AND THEREFORE, negotiations were held between 'the Bank' and 'the Federation' on 5<sup>th</sup> July 2016, 25<sup>th</sup> August 2016 and 30<sup>th</sup> August 2016 as required under the Settlement dated 1<sup>st</sup> September 1973 and following Settlement has been arrived at.

## 2.0 TERMS OF SETTLEMENT :-

- 2.1 This Settlement shall be called "**Settlement on Policy for promotion from Subordinate to Clerical cadre 2016 dated 31.08.2016**" and shall supersede the 2012 Settlement on Promotion Policy' and shall govern only the employees in India on **Internal promotions from Subordinate cadre to Clerical cadre**.

- 2.2 This Settlement shall come into force with immediate effect.

## 3.0 INTERNAL PROMOTIONS FROM SUBORDINATE CADRE TO CLERICAL CADRE :-

### 3.1 ELIGIBILITY:-

Confirmed Full-time employees in Subordinate cadre with the minimum active service mentioned against them as under, shall be eligible to apply for promotion to Clerical cadre :-

- |   |  |
|---|--|
| A. Full-time confirmed employees in the Subordinate cadre who have passed graduation/ post-graduation (after graduation) from a recognized University, while in service of the Bank/at the time of absorption/ recruitment in Bank's service (as the case may be).  | Minimum 3 years of active service in subordinate cadre in the Bank |
| B. Full-time confirmed employees in the Subordinate cadre who have passed 12 <sup>th</sup> Standard (10+2) examination conducted by a recognized Board of Central or State Government OR an examination recognized as equivalent to 12 <sup>th</sup> standard (10+2) for the purpose of recruitment in Central Govt. service, while in service of the Bank/at the time of absorption in Bank's service. | Minimum 4 years of active service in subordinate cadre in the Bank |
| C. Full-time confirmed employees in the Subordinate cadre who have passed SSC/ SSLC/ Matric examination conducted by a recognized Board of Central or State Government or an examination recognized as equivalent to SSC/ SSLC/ Matric for the purpose of recruitment of Central Govt. service, while in service of the Bank/at the time of absorption in Bank's service.                               | Minimum 5 years of active service in subordinate cadre in the Bank |

- D. Full-time confirmed employees in the Subordinate cadre as on the date of this settlement who have passed examination one standard below SSC/ SSLC/ Matric or who have APPEARED for SSC/ SSLC/ Matric examination but FAILED while in service of the Bank/at the time of absorption in Bank's service. Minimum 7 years full time active service in subordinate cadre in the Bank

It is also agreed to delete clause 4(f) of the Tripartite Settlement dated 18.3.2008 related to eligibility of regularized persons in Subordinate cadre for promotion to clerical cadre.

**Note:**

- 1) For the purpose of Clause 3.1(D) above, 'One Standard below SSC/ SSLC/ Matric' shall mean a pass in the annual school examination of the standard just below SSC/ SSLC/ Matric (under the education system in vogue) in a School recognized by a Board of Secondary Education of Central or State Government.
- 2) For the purpose of Clause 3.1 (D) above, 'appeared for SSC but failed' shall mean that the employee should have appeared in all the papers for SSC/ SSLC/ Matric examination but could not pass.
- 3) "Active service" for the purpose of eligibility shall mean actual service from the date of joining/ absorption in the Bank's service in Subordinate Cadre, which shall include all kinds of leave and any period of probation, but shall exclude ;
  - a) Period of temporary/ casual employment;
  - b) Any period of absence from service on loss of pay, for which increment is postponed; and
  - c) Period, subject to a maximum of three years, for which increments are stopped or reduced by way of punishment. For this purpose, increments stopped/ reduced shall be treated as the number of years of service and shall be reduced from actual service, subject to a maximum of three years during the period of operation of the punishment only.
  - d) Period of Sabbatical leave.

A few illustrations for calculation of 'Active Service' are given below :-

**Illustration 1 :-**

Mr. 'A' is a Full-time confirmed employee in the Subordinate cadre having 7 years of service and his educational qualifications is 'Passed one standard below SSC/ SSLC/ Matriculation. He was imposed a punishment of stoppage of one increment on 10.01.2015. His 'Active Service' shall be counted as 6 years for any promotion exercise to be conducted during the period of operation of the said punishment i.e. 10.01.2015 to 09.01.2016. Since the minimum 'Active service' required to become eligible to participate in the promotion exercise is 7 years, he shall be ineligible during the said period.

**Illustration 2 :-**

Mr. 'B' is a Full-time confirmed employee in the Subordinate cadre having 10 years of service and his educational qualifications is 'Appeared for SSC but failed'. He availed one year of Leave on Loss of Pay from 01.01.2015 to 31.12.2015 for which his one increment is postponed. For computing his 'Active Service', the total service of 10 years shall be reduced by one year and since his 'active service' after reduction shall be 9 years, he is eligible to participate in the promotion exercise.

- 3.2 Candidates who have passed/ failed in the examination equivalent to 12<sup>th</sup> Standard (10+2)/ SSC/ SSLC/ Matric shall have to submit a certificate from the office of Director General of Education (Central) certifying that the said examination is recognized as equivalent to 12<sup>th</sup> Standard (10+2)/ SSC/ SSLC/ Matric for the purpose of recruitment in Central Govt. services. Such certificate should be submitted by the candidate along with the application on or before the last date for submission of said application. Applications shall not be accepted/considered without such certificates.

- 3.3 Following factors with weightage assigned to them have been identified for internal promotion from Subordinate to Clerical cadre for employees governed by Clause 3.1 above of this Settlement:-

| Factors            | Weightage  |
|--------------------|------------|
| Online Test        | 60         |
| Personal Interview | 30         |
| Performance Marks* | 10         |
| <b>TOTAL</b>       | <b>100</b> |

\*The performance marks shall be based on the assessment of performance of the subordinate staff, the parameters and system of which shall be decided after discussion with the Federation (recognized union).

- 3.4 Existing subordinate-cadre employees as on date of this Settlement, will be governed by Clause 3.1 of '2012 Settlement', (for reckoning their eligibility for participation in the exercise for promotion from Subordinate to Clerical cadre), for the next -3- promotion exercises, from the date of signing this settlement, pursuant to which clause 3.1 enumerated above of this Settlement will be applicable for all employees uniformly (existing as on the date of this Settlement and employees joined the Bank's service pursuant to signing of Settlement) in subordinate cadre aspiring for promotion to Clerical cadre.

*Note : The relevant extract of '2012 Settlement' is placed as Annexure A to this Settlement as ready reckoner which shall stand repealed after the next 3 promotion exercises from the date of signing this Settlement i.e. 31.08.2016.*

- 3.5 Following factors with weightage assigned to them have been identified for internal promotion from Subordinate to Clerical cadre for existing employees who shall be covered as per 2012 settlement (detailed in clause 3.4 above) for the next -3- promotion exercises from the date of signing this settlement i.e. 31.08.2016:-

|                    | Weightage   |   |
|--------------------|---|---|
|                    | For candidates not exempted from Online Test as per Clause 3.1 of 2012 settlement | For candidates exempted from Online Test as per Clause 3.1 (A) of 2012 settlement |
| Online Test        | 70  | Not Applicable  |
| Personal Interview | 30  | 30  |
| <b>TOTAL</b>       | <b>100</b>  | <b>30</b>   |

Note : Clause 3.5 will be applicable only for the next -3- promotion exercises from the date of signing this settlement i.e. 31.08.2016 for employees covered under clause 3.4 above of this Settlement, pursuant to which, the same shall stand repealed.

#### 4.0 **ONLINE TEST :**

All eligible candidates shall have to appear in the Online test prescribed by the Bank which shall consist of Test Paper with three parts as indicated below and it shall be for a duration of 2 hours.

| PART         | SUBJECT                             | Candidates eligible in terms of 3.1 above of this settlement. |                            | Candidates eligible in terms of 3.4 above of this settlement * |                            |
|--------------|-------------------------------------|---|----------------------------|--|----------------------------|
|              |                                     | Maximum Marks   | Minimum Qualifying Marks # | Maximum Marks  | Minimum Qualifying Marks # |
| I            | English                             | 15  | 6                          | 20   | 08                         |
| II           | Arithmetic/ Test of numeric ability | 25  | 10                         | 30   | 12                         |
| III          | Elementary Banking                  | 20  | 8                          | 20   | 08                         |
| <b>TOTAL</b> |                                     | <b>60</b>   | <b>24</b>                  | <b>70</b>  | <b>28</b>                  |

\* To be applicable only for the next 3 promotion exercises from the date of signing this Settlement i.e. 31.08.2016  
# Relaxation in marks to employees belonging to SC/ST category, in terms of Govt. guidelines shall be admissible.

**Note:-**

- i. The examinations will be conducted only in the Online mode.
- ii. There will be no descriptive type of questions.
- iii. The candidates shall have an option to appear for the online test either in Hindi or English except Part-I of the test paper (English) which must be in English.
- iv. The online examination for all -3- tests shall be as per the syllabus prescribed by the Bank and revised from time to time. Subject-wise Model question papers shall also be prepared and circulated for the information of the candidates at least 30 days prior to the date of online test.
- v. The Bank shall prepare a set of 100 model questions and answers on Elementary Banking and the same shall be circulated among the candidates around 30 days prior to the date of online test. The questions for Part-III of the test paper on Elementary Banking shall be selected from the said set of questions. The provision of providing 100 model questions on Elementary Banking will be extended for next 3 promotion exercises, from the date of signing this settlement, pursuant to which the said provision will be discontinued.

**5.0 REIMBURSEMENT OF FEES FOR COMPUTER TRAINING :-**

- 5.1 Bank will reimburse the fees (not exceeding ₹ 1500/-) to eligible Sub-staff members (one time) on their successful completion of Basic Computer Course from any reputed Computer Class/ training institution before the date of online examination. For availing this benefit, eligible Sub-staff member has to obtain prior permission of the concerned Branch Head/Office Incharge. He shall have to submit the receipt of fees paid along with copy of Certificate of having successfully completed the Computer course, for seeking reimbursement of the course fee. This is only an enabling provision to prepare the eligible Sub-staff members for appearing in Online Examination.

**6.0 PRE-PROMOTION TRAINING :-**

- 6.1 Bank will impart pre-promotion training for all willing and eligible candidates appearing for promotion exercise for a duration of 6 days which will include hands-on training on computer literacy to acclimatize the aspiring candidates with the modalities of appearing for an online mode of examination.

**7.0 PERSONAL INTERVIEW :-**

- 7.1 Candidates who secure the minimum qualifying marks in the Online test/ Candidates exempted from online test (in terms of clause 3.4 above) will be required to appear for a Personal Interview of 30 marks and have to secure minimum qualifying marks i.e. 12 (40%). Relaxation in marks to employees belonging to SC/ST category, in terms of Govt. guidelines shall be admissible.

**8.0 DECLARATION OF VACANCIES:-**

- 8.1 At the time of inviting applications from eligible candidates for promotions from Subordinate to Clerical cadre, the Bank shall declare number of vacancies to be filled in by internal promotions. The vacancies to be declared shall be as per the needs and requirements of the Bank from time to time. However, the views of the Federation shall be ascertained before finalizing the number of vacancies.

- 8.2 The Bank shall draw a merit list, by aggregating the marks secured by candidates for Online Test and Personal Interview (Weightage for PASAS will be included for drawing the merit list (as per 3.3 above) after next -3- promotion exercises, from the date of signing this settlement i.e. 31.08.2016) and promotions shall be declared from the said merit list in the descending order of merit to the extent of vacancies declared.

8.3 The average of performance score during the last 2 years shall be taken into consideration subject to a maximum of 10 marks.

8.4 The Bank shall have the right to maintain a waiting list upto 20 per cent of the number of promotions for its future needs till the next promotion exercise which it may or may not utilize in its discretion. Promotions, if declared from the waiting list, shall take effect from the date of declaration of such promotions prospectively for all purposes.

8.5 From the said list, 'the Bank' may promote in the merit order, candidates according to its needs as and when necessary after the initial promotions are made. Provided however, the promotions declared subsequent to the initial promotions, shall have effect, from the date of initial promotions for the purpose of fixation of salary as clerk but, no arrears of salary shall be payable between the date of initial promotion and the date on which subsequent promotions are declared.

8.6 The above clauses pertaining to declaration of vacancies shall come into effect after completion of the next 3 promotion exercises from the date of signing of this Settlement i.e. 31.08.2016.

**9.0 RESERVATION OF VACANCIES/ ELIGIBILITY CRITERIA AND OTHER MATTERS RELATING TO PROMOTIONS TO CLERICAL CADRE IN TERMS OF GOVT. POLICY FOR SPECIFIED CATEGORIES SUCH AS SCHEDULED CASTES/ SCHEDULED TRIBES/ EX-SERVICEMEN AND ANY OTHER CATEGORIES SPECIFIED BY THE GOVT.**

9.1 The guidelines/ directives issued by the Govt. of India/ Reserve Bank of India/ Indian Banks' Association from time to time related to any provision under this settlement, relaxation of criteria, reservation of posts, for SC/ST/Ex-servicemen or any other category etc., shall be deemed to be a part of this promotion policy and shall be given effect accordingly. The Federation (recognized Union) shall be advised of the guidelines/ directives received from the Govt. of India/ RBI/Indian Banks' Association, prior to implementation.

**10.0 OUT OF TURN PROMOTIONS :-**

10.1 The policy regarding out of turn promotion to Clerical cadre of employees who are outstanding sportsmen/ sportswomen, employees who apprehend dacoits/ robbers etc. shall be as may be directed by the Government of India/ Indian Banks' Association, from time to time under a policy guideline/ directive. The Federation (recognized Union) shall be advised of the guidelines/ directives received from Government of India/ RBI /Indian Banks' Association prior to implementation.

10.2 Bank may decide to promote, in its discretion, confirmed Full time employees in the Subordinate cadre, who are otherwise not eligible for promotion under this Settlement, for their excellence in performance. Such promotion shall not exceed -5- in number in any promotion exercise.

The parameters for reckoning excellence in performance for out-of-turn promotion under Clause 10.2 above shall include - **QUANTITATIVE:** Business Development- Contribution in Bank's business (Fresh leads generation, Introduction of new customers, New account opening, Recovery of NPA, Sales of third party products, Reduction in expenses, loss prevention, Mobilization of deposits etc) or **QUALITATIVE:** Extraordinary performance in any field which has significantly contributed to Bank's image in any manner, which can also be supported by Critical Incidents, if any.

**11.0 CASES OF DISCIPLINARY ACTION :-**

11.1 Candidates who are otherwise eligible in terms of the Settlement but are either:

- a) under suspension; or
- b) in respect of whom a chargesheet has been issued and the disciplinary proceedings are pending; or
- c) in respect of whom prosecution for a criminal charge is pending

will be permitted to appear in the promotion exercise but their results shall be kept in abeyance.

11.2 If, on the conclusion of the departmental/ court proceedings, the candidate is exonerated, the result kept in abeyance would be declared. If found successful, promotion will take effect from the date of declaration of initial promotions for the purpose of seniority/ fixation of salary as a Clerk. No arrears of salary, however, as per clerical cadre shall be payable for the intervening period.

11.3 If punishment is imposed on the candidate as a result of the departmental proceedings/ found guilty in the court proceedings against him/ her, he/ she will not be eligible for promotion in the exercise(s) for which his/ her result is kept in abeyance.

**12.0 PROBATION PERIOD:-**

12.1 Sub- staff on his promotion as Clerk, will be on **six months** probation after expiry of which he will be considered for confirmation as a Clerk subject to his work, conduct and attendance being found satisfactory.

**13.0 REFUSAL OF OFFER OF PROMOTION:-**

13.1 An employee who refuses the offer of promotion shall not be eligible to participate in the next 2 promotion exercises.

**14.0 REVERSION TO SUBORDINATE CADRE OF PROMOTEE CLERK:-**

14.1 A promotee clerk may seek reversion to Subordinate cadre within 6 months from the date of his promotion. An employee who accepts promotion to Clerical cadre and thereafter, seeks and if granted reversion to the subordinate cadre, shall also not be eligible to participate in the next 2 promotion exercises.

**15.0 SPECIAL PROVISIONS :-**

15.1 There shall be at least one exercise for promotion to Clerical cadre in a calendar year. If for any pressing reason, the promotion exercise cannot be held in a particular year, the Federation (recognized Union) will be informed in writing and the matter will be discussed with the Federation (recognized Union) before the end of the calendar year.

15.2 A copy of the list of promotions declared by the Bank from Subordinate to Clerical cadre shall be furnished to the Federation (recognized Union) on the same day.

15.3 After all the promotions are declared, the Bank shall, within 15 days thereof, communicate the marks secured in the online test by candidates who participated in the promotion exercise.

15.4 The Bank may engage the services of Institute of Banking Personnel Selection (IBPS) or any specialized agency for conducting the online test.

**16.0 FIXATION OF SALARY OF SUBORDINATE STAFF ON PROMOTION TO CLERICAL CADRE:-**

16.1 It is agreed that the basic salary of a member of the Subordinate Staff on promotion to Clerical cadre would be fixed in the Clerical scale of pay as per IBA formula/ guidelines as revised from time to time, after discussion with the Federation (recognized Union).

**17.0 GENERAL :-**

17.1 This Settlement supersedes all previous understandings/ agreements/ settlements in respect of matters covered under this settlement.

17.2 If any doubt or difficulty arises regarding interpretation of any of the provisions of this settlement, such doubt or difficulty shall be mutually discussed between the Bank and the Federation (recognized Union), before communication of the same.



**18.0 PERIOD OF OPERATION :-**

- 18.1 This settlement shall be effective for a period of five years from the date of this Settlement and shall continue to be effective thereafter until it is terminated by either party after following the procedure prescribed for such termination under the Industrial Disputes Act, 1947. However, the parties agree to review this Settlement, if needed.

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SIGNATURE OF THE PARTIES

For Bank of Baroda



Mrs. Vindhya Ramesh  
General Manager (HRM)



Mr. Joydeep Dutta Roy  
Dy. General Manager (HRM)



Mr. Rajni Jani  
Dy. General Manager (HR Operations)



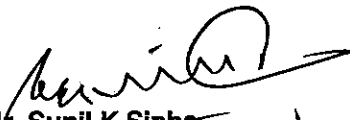
Mr. C Malolan  
Asst. General Manager (HRM-HRnes)



Mr. Chandra Mani Tripathy  
Asst. General Manager (HRM)

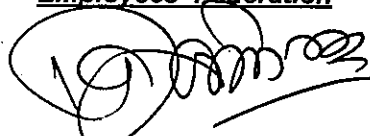


Mrs. Swapna Bandopadhyay  
Asst. General Manager (HRM)



Mr. Sunil K Sinha  
Asst. General Manager (HRM)

For All India Bank of Baroda  
Employees' Federation



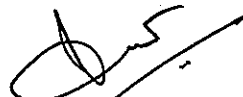
Mr. Vinil Saxena  
President



Mr. Milind Nadkarni  
General Secretary



Mr. Karunesh Shukla  
Dy. General Secretary



Mr. K Janardhana Thunga  
Dy. General Secretary



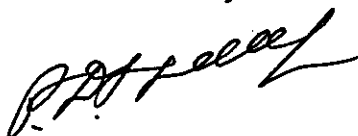
Mr. Maganbhai M. Patel  
Dy. General Secretary



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Treasurer



Mr. Ashok Varma  
Joint Secretary



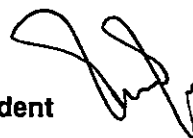
Mr. R D Shah  
Joint Secretary

**SIGNATURE OF THE PARTIES**

**For Bank of Baroda**

**For All India Bank of Baroda  
Employees' Federation**

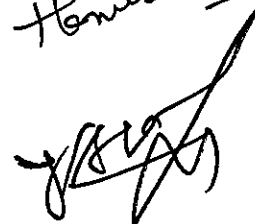
**P. K. Jain  
Sr. Vice President**



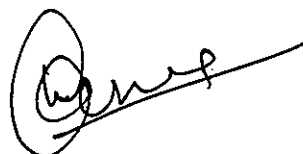
**Mr. Harshad Dave  
Sr. Vice President**



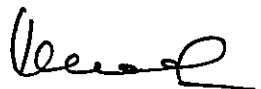
**Mr. Y. K. Sharma  
Vice President**



**Mr. K. K. Verma  
Vice President**



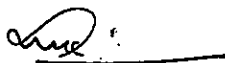
**Mr. P G M Panicker  
Vice President**



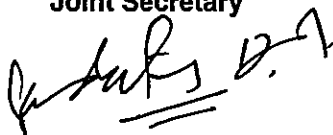
**Mr. Srinivasa Babu R  
Joint Secretary**



**Mr. N P Sundararajan  
Joint Secretary**



**Mr. Dinesh Kadakia  
Joint Secretary**




**Mr. Piyush Patel  
Joint Secretary**



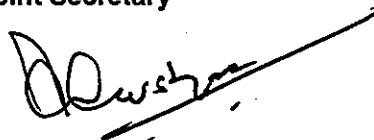
SIGNATURE OF THE PARTIES

For Bank of Baroda

For All India Bank of Baroda Employees'  
Federation



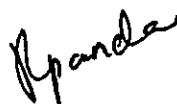
Mr. Usman Patel  
Joint Secretary



Mr. Jayant Darshane  
Joint Secretary



Mr. Raj Sharma  
Joint Secretary



Mr. R G Panda  
Joint Secretary



Mr. Sriram Kashikar  
Joint Secretary



Mr. Rajiv Keni  
Joint Secretary

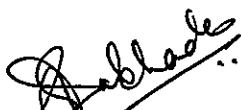


Mr. Jaison Joseph  
Joint Secretary



Mr. Ashok Khot  
Joint Secretary

SIGNATURE OF THE PARTIES



**Mrs. Supriya Kokane**  
Senior Manager (HRM)

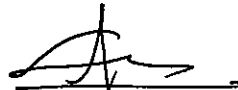


**Mrs. Leena R. John**  
Manager

WITNESSES



**Mrs. Vaishali Junnarkar**  
President – Mumbai Unit



**Mr. Anand Salve**  
Joint Secretary – Mumbai Unit

**DATED THIS 31<sup>st</sup> DAY OF AUGUST, 2016 AT BANK OF BARODA, BARODA CORPORATE CENTRE, MUMBAI**

- c.c. : The Secy. to the Govt. of India, Ministry of Labour, New Delhi  
c.c. : The Chief Labour Commissioner (Central), New Delhi  
c.c. : The Dy. Chief Labour Commissioner (Central), Mumbai  
c.c. : The Regional Labour Commissioner (Central), Mumbai
-

**Eligibility of employees covered under Clause 3.4 of this Settlement – reproduced from 2012 Settlement shall be in force for the next 3 promotion exercises from the date of signing this Settlement i.e. 31.08.2016.**

**"3.1 Eligibility :-**

Confirmed Full-time/ Part-time employees in Subordinate cadre with the minimum active service mentioned against them as under, shall be eligible to apply for promotion to Clerical cadre.

- |  |  |
|--|--|
| A) Full-time confirmed employees/ Part-time confirmed employees in scale wages in the Subordinate cadre who have passed graduation/ post-graduation (after graduation) from a recognized University, while in service of the Bank/at the time of absorption in Bank's service.   | - No minimum period of service (Exempted from written test)  |
| B) Full-time confirmed employees in the Subordinate cadre who have passed 12 <sup>th</sup> Standard (10+2) examination conducted by a recognized Board of Central or State Government OR an examination recognized as equivalent to 12 <sup>th</sup> standard (10+2) for the purpose of recruitment in Central Govt. service, while in service of the Bank/at the time of absorption in Bank's service.                | - No minimum period of service.  |
| C) Part-time confirmed employees in scale wages in the Subordinate cadre who have passed 12 <sup>th</sup> Standard (10+2) examination conducted by a recognized Board of Central or State Government OR an examination recognized as equivalent to 12 <sup>th</sup> standard (10+2) for the purpose of recruitment in Central Govt. service, while in service of the Bank/at the time of absorption in Bank's service. | Minimum -1- year of active service from the date of appointment as a permanent part-time employee in the Bank. |
| D) Full-time confirmed employees in the Subordinate cadre who have passed SSC/ SSLC/ Matric examination conducted by a recognized Board of Central or State Government or an examination recognized as equivalent to SSC/ SSLC/ Matric for the purpose of recruitment of Central Govt. service, while in service of the Bank/at the time of absorption in Bank's service.  | - Minimum -2- years active service as a Full-time Substaff   |
| E) Part-time confirmed employees in scale wages in the Subordinate cadre who have passed SSC/ SSLC/ Matric examination conducted by a recognized Board of Central or State Government OR an examination recognized as equivalent to SSC/ SSLC/ Matric for the purpose of recruitment in Central Govt. services, while in service of the Bank/at the time of absorption in Bank's service.                              | - Minimum -3- years active service from the date of appointment as a permanent Part-time employee in the Bank. |
| F) Full-time confirmed employees in the Subordinate cadre as on the date of this settlement who have passed examination one standard below SSC/ SSLC/ Matric or who have APPEARED for SSC/ SSLC/ Matric examination but FAILED while in service of the Bank/at the time of absorption in Bank's service.   | - Minimum -7- years full-time active service.  |

It is also agreed to delete clause 4(f) of the Tripartite Settlement dated 18.3.2008 related to eligibility of regularized persons in Sub-staff cadre for promotion to Clerical cadre.

**Note:**

- 1) For the purpose of Clause 3.1(F) above, 'One Standard below SSC/ SSLC/ Matric' shall mean a pass in the annual school examination of the standard just below SSC/ SSLC/ Matric (under the education system in vogue) in a School recognized by a Board of Secondary Education of Central or State Government.
- 2) For the purpose of Clause 3.1 (F) above, "appeared for SSC but failed" shall mean that the employee should have appeared in all the papers for SSC/ SSLC/ Matric examination but could not pass.
- 3) "Active service" for the purpose of eligibility shall mean actual service which shall include all kinds of leave and any period of probation, but shall exclude ;
  - a. Period of temporary/ casual employment;
  - b. Any period of absence from service on loss of pay, for which increment is postponed; and
  - c. Period, subject to a maximum of three years, for which increments are stopped or reduced by way of punishment. For this purpose, increments stopped/ reduced shall be treated as the number of years of service and shall be reduced from actual service, subject to a maximum of three years during the period of operation of the punishment only.
  - d. Period of Sabbatical leave.

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